



Safety Topic of the Month

Review of Emergency Action Plans

8/1/08



Many of our API-753 office moves have been completed~



Now that you have been in your new office for a short period of time – let's review our Refinery Wide and Local Emergency Action Plans!

When you are re-located to a new office you are required to review your local Emergency Action Plan.

[Emergency Action Plans RI-480](#)





Refinery–Wide Emergency Action Plan

To begin, the Refinery-wide Emergency Action Plan is activated whenever, in the judgment of those at the scene of the emergency, a situation exists that cannot be handled adequately by the Local Area Emergency Action Plan.

This activation will result in all non-operating personnel moving to a designated shelter-in-place facility or evacuating to a designated meeting location.

The Refinery-Wide Alarm **TEST** is conducted
every Tuesday at 10:30 am.



RI-480.2.3 Responsibilities for requesting Refinery – Wide Emergency Action Plan

The operating plant Head Operator, the operating plant Shift Team Leader, Refinery Shift Leader, Incident Commander, or Management No. 1 (or their designees) is authorized to request that the Chevron Fire Department Dispatcher activates the Refinery Wide Emergency Action Plan. All others report the situation to operations personnel or by dialing ext. 555.

Question 1. How will you know when the Refinery-Wide Emergency Action Plan is activated?



RI-480.3.0 Shelter-in-Place (SIP)

When the Refinery-Wide Emergency Action Plan is activated all personnel move to a designated shelter-in-place (SIP) facility immediately upon hearing the siren or bell.

- Operating personnel will follow the local Emergency Action plan.
- Non-operating personnel will proceed to the nearest designated SIP facility that can be reached safely.
- Personnel in motorized vehicles, on bicycles, or on foot will proceed to the safest designated SIP facility unless the route will take them through a hazard. Personnel should not attempt to start their vehicles. Unless they know it is safe.



RI-480.3.4 Shelter-in-Place (SIP) duties

The senior employee in charge of the assembly sign-in sheet shall report the following information by calling ext. 2-5516.

1. Your name and location
2. How you may be contacted
3. Number of persons assembled
4. Names of any missing personnel

Note: Get yourself accounted for

- 1. Get your name on the local assembly sign in sheet**
- 2. Notify your supervisor either directly or via voicemail.**

RI-480.5.0 Responsibilities for Local Emergency Action Plans



5.1 The building or plant proprietor is responsible for maintaining an updated Emergency Action Plan for his/ her building or plant. An Area Plan can include many plants, and possibly more than one business unit, so a team effort may be required. The Plan must comply with RI-480. The Plan is posted, reviewed with each newly assigned employee, and provide for visitors who have not been trained in local emergency procedures.

Question 2. What is signal for ALL CLEAR?

RI-480.5.0 Responsibilities for Local Emergency Action Plans



5.2 RI-9920, "General Procedures for Working in Confined Spaces," require a written Emergency Action Plan for each shutdown and each special confined space entry. Maintenance and Operations develop this plan jointly. When work has the potential to expose personnel to atmospheres immediately dangerous to life and health, the supervisor develops an appropriate plan and trains all employees before work begins.

Question 3. What are some common hazards associated with working in Confined Spaces? How can you minimize the hazards?

RI-480.5.0 Responsibilities for Local Emergency Action Plans



5.3 RI-341, "Hot Work and General Work Permits" requires a written evacuation plan when hot work is performed in an operating area meeting certain criteria.

5.4 Each Refinery supervisor is responsible for complying with the requirements of this Instruction. If supervising a group new to a plant area, the supervisor advises that group on the Emergency Action Plan for that specific area.



RI-480.5.0 Responsibilities for Local Emergency Action Plans



5.5 Each work group conducts a practice drill annually (notify the Chevron Fire Department ahead of time). The drill simulates a realistic emergency situation with affected employees taking appropriate action, such as shelter-in-place, evacuation, or emergency response. The drill is a walk-through hypothetical emergency designed to test the adequacy of the existing plan and identifies deficiencies. A written summary of the drill and revisions to the plan are reviewed with each employee. RI-465 provides additional information about hypothetical emergencies.

RI-480.5.0 Responsibilities for Local Emergency Action Plans



5.6 Each employee or contractor familiarizes himself or herself with the applicable Emergency Action Plan before entering area or building.

5.7 The Chevron Fire Department Chief or their delegate approves Emergency Action Plans.

5.8 Records of the Emergency Action Plan training and drills are kept by the employee's business unit or organization.

Question 4. If you are outside in a gas release which direction should you go to leave the area?



Building Evacuation Guidelines

Due to a building fire, or as instructed by the Senior Supervisor present:

- a. Proceed to the primary meeting location, or closest meeting location outside of the danger area.
- b. The senior employee in charge of assembly sign in shall report the required information by calling ext. 2-5516.
- c. Remain at the meeting location until further instructions are given.
- d. Stay in contact with the Chevron Fire Department
- e. Operating personnel who must remain in the Control Room to secure plants should get breathing air.

Earthquake

In the event of an earthquake:

- a. If indoors, stay there and get under a desk or table.
- b. Stay away from files, shelves, or glass windows.
- c. If outdoors, get away from the buildings, power lines, and tall vessels.
- d. If driving a vehicle, pull over and stay inside.

Note: Be prepared for aftershocks.

[Little People Video
Earthquake Preparedness](#)



Review your Local Emergency Action Plan



Exercise 1. At this time, please review your local Emergency Action Plan. Discuss any hypothetical concerns that your group identifies.

Example of an Emergency Action Plan

Refinery Wide Emergency Action Plan Drill



Exercise 2. We will be conducting a Refinery Wide drill during the month of September. You will receive more information concerning our drill in the coming weeks.

To prepare, please review your local Emergency Action Plan. The Refinery Wide Drill will be a “walk through” drill with the intent to identify any areas that need improvement.

Answer Sheet:

Question 1. How will you know when the Refinery-Wide Emergency Action Plan is activated?

Answer: The Warning Siren tone (continuous horn blast) on the Refinery Wide Alarm followed by notification with the nature of the emergency on the Refinery-Wide Public Address System.

Question 2. What is signal for ALL CLEAR?

Answer: Westminster Chime tone or three short blasts.

Question 3. What are some common hazards associated with working in Confined Spaces? How can you minimize the hazards?

Answer: There are many hazards associated with Confined Spaces, such as an oxygen depleted environment. Minimize all hazards by following procedures. There's always time to do it right.

Question 4. If you are outside in a gas release which direction should you go to leave the area?

Answer: Move crosswind away from the source.

